



This training will include information on:

- ◆ Formatting styles
- ◆ Showcase your marketable skills
- ◆ Make your education work for you
- ◆ How to catch an employer's eye
- ◆ Writing tools and tips
- ◆ What not to include
- ◆ Successful samples



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# Cover Letters and Resumes Made Easy!

This workshop will help teens build a resume from their classes, clubs, volunteer activities, and skills, even if you have limited paid work experience.

Those who attend will receive a step-by-step guide for creating attention grabbing cover letters and building resumes that will highlight specific skills and get noticed by 4-H State Award judges!

Successful samples will be available!

## ***Who should attend?***

- High School Students
- Young Adults seeking employment
- 4-H Youth State Award applicants

***Cost to attend:*** FREE

***Dates and Times:*** January 14 & January 16, 2019  
Both sessions are offered at 4:00 pm - 6:00 pm

***Training location:*** Online (A link will be provided once successfully registered)

***To register:*** <https://events.anr.msu.edu/Coverltresumewebinar/>

## ***For more information:***

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